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3 January 1950

MEMORANDUM FOR: ADSO

VIA: EXO/OSO

SUBJECT: Instruction in Cable and Dispatch Writing

1. At the November monthly staff meeting of OSO the necessity for clarity and brevity in cable preparation was discussed in considerable detail. After this meeting it was called to my attention by EXO/OSO that ADSO was interested in emphasizing this subject in the training of TRD. The following action in this regard has been taken to date:

a. The Staff Orientation Course presently includes a lecture covering the basic principles and techniques of message writing and a number of message writing exercises. Students are asked to prepare operational messages as well as intelligence messages. These exercises are followed by critiques.

b. The Operations Course provides the students additional opportunities for laboratory work in operational message writing in connection with their operational problems. Such exercises are likewise reviewed and critiqued.

c. The Advanced Operations Course includes the following instruction in this subject:

1. Study of current cable and dispatch procedures of both OSO and OPC.

2. Laboratory work in the preparation of intelligence and operational messages using the forms and procedures currently employed.

3. Review and critique of students' laboratory work.

d. In the Headquarters Administrative phase of administrative training a lecture on cable procedures is being presented by COMMO.

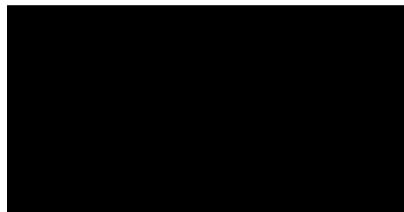
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2. The instructors of TRD who are responsible for training in cable and dispatch preparation have established effective liaison with members of the Communications Division. COMMO is presently preparing a memorandum citing examples, ideas and suggestions as to the improvement of message writing. Although not received to date, such suggestions will be incorporated into the training program.

3. All of the instructors of TRD have been alerted as to the necessity of being brief and clear in the preparation of cables, dispatches and other reports and are placing emphasis upon it in all of their instruction.



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